

**Kanawha County Schools
Head Start/Preschool
CQI Organizational Chart
for
Ongoing Monitoring**

Preschool Director
Management Systems & Procedures
Human Resource Management
Facilities, Materials and Equipment
Self-Assessment
Staffing Credentials

**Coordinator of
Services/Accountant**
Contracted Fiscal Accountant
Fiscal Integrity/Budget/Payroll/Contracts

Secretary III
Clerk II/Enrollment Clerk
Attendance Input/ clerical duties/ CRC;s/
Enrollment Data Input/Payroll

**ERSEA Coordinator/Social
Workers/Family Resource**
Family and Community
Partnerships/Enrollment/Parent
Meetings/Home Visits/
ERSEA/Community Needs Assessment

Preschool Nurse
Child Health and Developmental
Services/ Child Health and Safety/
Child Nutrition/PSTEPS/WVEIS

**Mental Health/Preschool
Psych/Disabilities Fac./Sp.
Needs Specialist**
Child Mental Health/ Child Health and
Development Services/ Oversee BDI/
IEP Process/ Behavior Plans/ Referrals

Preschool Coordinator
Education and Early Childhood
Development/Community-based sites
Education Managers/Special Needs
Itinerants

Policy Council Liaison
Parent Meetings/ Policy Council/
Volunteer Hours/ Parent training/

Nurses
Child Health and Developmental
Services/ Child Health and Safety/
Child Nutrition/PSTEPS/WVEIS

**Preschool
Coordinator/Education
Managers/Sp. Needs Sp.**
CLASS/Health & Safety checklist/
Creative Curriculum/Child
Outcomes/CQI/
Self-Assessment/Walkthroughs/
Classroom Needs/Lesson
Plans/PSTEPS/WVEIS/Training
Plan/IEP's/SAT's

**Social Workers/Family
Service Staff**
Online Application/Family Goal
Setting/Family Needs/Home
Visits/Parent Meetings/Policy Council/
Application Documentation
Audits/Attendance/PSTEPS/WVEIS

**Community-
based Cook
& Custodian**
Child Nutrition/
Building &
Grounds

Classroom Teachers
Creative Curriculum/Health & Safety
checklist/CLASS/Lesson Plans/Child
Observations and Documentation/Parent
meetings/ Home visits and Conferences/IEP
Implementation/Environment/Child
Outcomes/WVEIS/PSTEPS

Classroom Aides
Teacher
Assistance/PSTEPS
meal count /Health &
Safety checklist
/Attendance/
Environment/Home
Visits/Documentation

Parent Volunteers/Assistants
Classroom
Assistance/Bus/Meals/Confidentiality

The Organizational Chart above depicts program responsibilities for monitoring, maintaining record keeping, implementation of systems and support of all staff.